

# Saratoga Springs Public Library Board Meeting

Tuesday, September 10, 2013

7:30pm – Held at Saratoga Springs City Offices

## MINUTES

1. Call to Order @ 7:42pm
  2. Roll Call – 6 board members (quorum present). Chairman- Larry Whiting, Karalyn Becraft, Treasurer- Jeff Grover, Kevin Sater, Matt Barney, Annie Woodhouse (out of town); Secretary- Marsha Paskett; director – Melissa Grygla, Jill Gardner of Friends (excused).
  3. Approval of Minutes from Tuesday, September 27, 2013 Motion by: Karalyn to Approve with a Seconded by Kevin. In voting: Approval was unanimous.
  4. Treasurer's Report - Jeff  
Discussion ensued as to whether we need a Treasurer or not in the By-Laws. Melissa is doing the treasurer's books & responsibilities as the Director. Melissa will contact Juan to make sure if, according to State Law, whether there must be a Treasurer as a voting of the Board.
  5. Directors Report – Melissa
    - a. Monthly Statistics-August
      - i. 2044 Unique Visitors During Open Hours
      - ii. 110 Computer Users
      - iii. 42 Wi-Fi Users
      - iv. 53 Literacy Program
      - v. 200 Summer Reading Program Attendees
    - b. Card Holders- Total as of August 2013
      - i. 35 New card Holders
      - ii. 20 Adults
      - iii. 15 Children
      - iv. 4375 Total Card Holders
    - c. Revenues- August 2013
      - i. \$686.82 Total
      - ii. \$150.00 Cards
      - iii. \$412.72 Fines
      - iv. \$67.10 Books
      - v. \$21.30 Printing
      - vi. \$32.00 Totes
      - vii. \$3.70 Donation
    - d. Overdrive
      - i. 32 New Users
      - ii. 80 Users who Checked Out Materials
      - iii. 320 Unique Items Checked Out
      - iv. 180 Audio & E-books with Holds from Saratoga Library Users
    - e. Literacy- AnnElisa and I are meeting tomorrow to discuss developing a literacy collection. They are willing to spend funds to help develop.
    - f. Certification
      - i. Long Range Plan
      - ii. Board-By-Laws
- Contacted Juan- Not available on the 24<sup>th</sup>

Wiggle Worms Beginning Tomorrow Wednesday Mornings at 11:30 AM Limited to 10 Children.  
 Seeking Volunteers- During the day & for programming, we lost two of our Story Hours  
 Civic Events- did not get back to us about Theater  
 Movies check out for 1 Week now  
 Considering increasing limit of number of books checked out to 30 on and adult card  
 Non-Resident Card Fee- Consider dropping to \$10.00 a Year, \$5.00 every six months.

- Melissa presented her report to the Board. A new program starts tomorrow, 9-11-13 called the “Wiggle Worms Program”. We’ll see tomorrow how it goes.
- Melissa has 2 empty spots for volunteers on Tuesdays for 1 hour each for Story Telling @ 10:00 and 10:45. She needs a volunteer for the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month for each time segment.
- Civic Events has not gotten back to Melissa to help at the Moon Party with an activity.
- Melissa is meeting with AnnElise tomorrow regarding the Literacy Program. This program focuses on parents teaching their children necessary skills in learning to read. Melissa will look into putting skills helps, tips & trips, in this program for children with ADD and ADHD.
- Melissa has changed library card movie check-outs to 1-week instead of 2-week checkouts. This is a free service to the residents.
- Melissa is hoping to implement card holders being able to check out a maximum of 30 books vs. the 20 books, as it is at the present time. Would like the Board’s feedback.
- Melissa talked about residents of Eagle Mountain who would like Saratoga Library cards and the price we charge per month/year. Melissa suggested charging non-residents \$5/6-months or \$10/year for library cards, and was asking for the Board’s input in this regard. Right now the fee for non-residents is much higher. Larry indicated that if we lowered the price and then looks at it in 3-6 months – that if the records show it was an improvement for the Library it would seem it would be fine to do. Melissa will try this for a while. The Board indicated it was okay with these amounts.
- Juan will not be able to come on 9-24-13 but would be willing to come at another time to train the Board. Melissa will contact Juan to get 3 dates that would work for him and get back to us with those dates.
- Proctoring exams are causing a problem because people are not coming in without an appointment. They are calling one-hour before they want to take an exam. The Board discussed that it should be a 24-hour in advance for an appointment, without the 24-hour advance, it would cost them an additional \$5 fee. Melissa has not had any NO-SHOWS for exams, but feels she needs more advance notice. Melissa is going to see who else in the Library could be used to Proctor exams to help her.

#### 6. Old Business

- a. Moon Party – For those who can BE THERE AT 5:00 to help set-up, it would be great!  
 Saturday, 9-14-13 @ 7:00 to 9:00 @ Neptune Park.  
 Robotics, telescopes being brought by U of U, trying to add on an associated activity to do with Light, Annie will do moon craters, fingernail painting, rocket launcher (Kevin will talk to Jim Miller to see if he made a launcher, as we could use two), Larry will look to see if Epic Biking could come again, paper rockets, the real rockets will be used again (we have 18 left) the motors cost approx. \$3/each so we have to be cognizant of the cost, smoke machine, Larry will be having volunteers coming from various schools to help with some of these activities, astronomy books, concessions by Friends (Melissa will post there will be things for sale), drawing and coloring with glow-in-the-dark stars for those who participate (Melissa and Marsha will work on this activity), and Karalyn will take pictures for Library Historian usage.

Need a sign indicating it is a FREE ACTIVITY and another sign to let the public know that Neptune Park is reserved that night from 5 to 9 pm. We did not have any signage last year and it caused problems for us when we were trying to set up and all the tables were already being used. Karalyn will take care of signs. Jeff will bring more extension cords.

b. By-Laws (draft given out 8-27-13)

The Board discussed the by-laws and made some corrections. Melissa will bring back an updated draft to the next meeting. Any board member who would like to make additional changes, please e-mail Melissa with your suggestions. The Board discussed having a vice-Chair to run the meeting in case the chairman was absent. We will address this when we finalize the by-laws.

c. Long Range Plan 2013-2015 (draft given out 8-27-13)

Various suggestions/corrections were discussed by the Board. Some being: using wording of patrons vs. customers. Using challenges vs. stretches. Melissa will be buying books that we now have in a series to complete each series. Melissa is looking into installation of a patron counting device vs. doing it manually as the Library does now. Melissa will bring a new draft to the next meeting.

d. Friends of the Library

Classes are being held and it is positive for bringing patrons into the library. Kim Tolman could use some help with these classes. Jill will not do concessions at the Moon Party, but will work at a table for the library. The Board will look into this and Marsha will do concessions from now on.

Kim is planning a BUNKO Fundraiser. It is in the planning phase at this point. This could be a good fundraising opportunity.

7. New Business

i. Larry should have the shelves issue handled soon.

ii. Larry commented of taking the metal from storage areas to turn it in for \$ before snow falls.

iii. Chemistry night @ Vista Heights Middle School on October 26, 2013 at 7:00 pm.

8. Chairman – none (this will be eliminated from the agendas because all of it falls under new business)

9. Announcements

a. Next meeting - Tuesday, September 24, 2013 @ 7:30pm

10. Adjourned @ 9:32pm.

Items to bring forward for next meeting's Agenda:

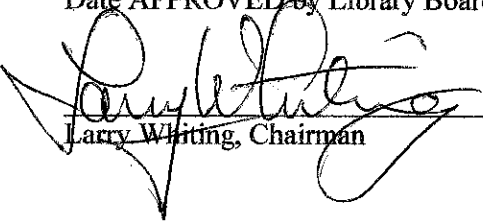
- By-Laws
- Long Range, Strategic Plan 2013-2015

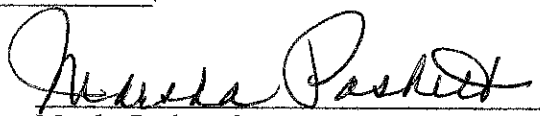
Handouts:

- Director's Report received by e-mail transmission

Date APPROVED by Library Board

9-24-13

  
Larry Whiting, Chairman

  
Marsha Paskett, Secretary